

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)
FY 2015 Global Undergraduate Exchange Program (UGRAD)
ECA-ECAAE-15-003
Office of Academic Exchange Programs

The POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the Office of Academic Exchange Programs for the FY 2015 Global Undergraduate Exchange Program. Proposals must conform to the RFGP, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying RFGP, the RFGP is to be the dominant reference.

I. STATEMENT OF WORK

Pending the availability of FY 2015 funds, the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State anticipates entering into a Cooperative Agreement with one eligible organization to administer the FY 2015 Global Undergraduate Exchange Program (Global UGRAD). The FY 2015 Global UGRAD program will support the administration of approximately 244 awards to visiting undergraduate students to study in the United States. The Cooperative Agreement should begin on December 1, 2014, and run through November 30, 2016.

The organization cooperating with ECA will work closely with Public Affairs Sections (PAS) of U.S. Embassies and the ECA program office to ensure that program content meets the needs of participants as well as State Department and Bureau goals and objectives. ECA reserves the right to add or remove participating countries depending on Bureau priorities and the availability of funds.

Under the terms of the Cooperative Agreement, the recipient organization will be responsible for administering full scholarships for one semester of non-degree undergraduate study for visiting students at accredited two- and four-year institutions of higher education in the United States. Additional administrative responsibilities include, but are not limited to: the development of promotional and application materials, and the provision these materials to Public Affairs Sections of U.S. embassies; the recruitment and selection of appropriate host institutions throughout the United States; the placement of student nominees at host

institutions; the development and oversight and oversight of in-person and supplemental virtual pre-departure orientation workshops, as well as virtual arrival orientation workshops; the management of travel arrangements; the administration of pre-academic English language programming; monitoring and support of program participants; the oversight and planning of community service and professional development activities; the management of program finances; the evaluation of all program components; the development and implementation of in-person re-entry workshops; the programming of follow-on activities; and the tracking of alumni. See the RFGP and POGI below for further information on these administrative responsibilities. Public Affairs Sections of U.S. embassies will be responsible for the recruitment and nomination of student participants.

The academic component of the program is expected to begin in the spring semester of academic year 2015-2016, with pre-academic English language training take place during the fall semester. Students will be required to immediately return to their home countries at the conclusion of their academic program.

Pending successful implementation of these program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this Cooperative Agreement for a period of two additional fiscal years before openly competing it again.

The Bureau anticipates including the following regions and approximate number of participants listed below (see “Selection”). Applicant organizations must demonstrate flexibility in working with countries which may not be identified at the present time. ECA reserves the right to add or remove participating countries depending on Bureau priorities and the availability of funds.

East Asia and the Pacific	53
Europe and Eurasia	28
Near East	53
South and Central Asia	46
Sub-Saharan Africa	10
<u>Western Hemisphere</u>	<u>54</u>
Total	244

Approximately 40 of the 244 students will participate in pre-academic English language training during the fall semester. Students participating in pre-academic English language training during the fall semester will continue with the academic program in the spring semester.

II. PROGRAM SPECIFIC GUIDELINES

CANDIDATE ELIGIBILITY

The Global UGRAD program is a merit-based exchange program that emphasizes the inclusion of students from non-elite and underserved populations, including racial, ethnic, and religious minorities and students with disabilities. Participants represent the diversity of their home countries. Preference will be given to those without significant U.S. or other overseas experience.

Selection will be based on the students' backgrounds, academic achievement, English language skills, and leadership potential. Applicants must be enrolled as first-, second- or third-year full-time undergraduate student in good academic standing at the time of application at a registered academic institution in one of the participating countries. Third-year students must be enrolled in a five-year program at their home university or institution and must provide proof of enrollment stating enrollment status and program year. Part-time students are not eligible.

Student participants will be recruited and nominated by Public Affairs Sections of U.S. embassies. Students must submit complete applications with all required documents by the application deadline. Participants must be able to begin the academic exchange program in the fall of 2015 (if identified for pre-academic English language training) or early 2016 (for the spring semester academic program). In addition, each student participant must be able to receive a U.S. J-1 visa and be committed to returning to his or her home country.

Please note that individuals in the following circumstances are NOT eligible for the Global UGRAD Program:

- U.S. citizens and permanent residents of the United States.
- Individuals currently participating in academic, training or research programs in the United States.
- Individuals currently residing or working outside the participating countries.
- Individuals who have participated in an Exchange Visitor program sponsored or funded by the U.S. government (e.g. the Bureau of Educational and Cultural Affairs, Public Affairs Sections of U.S. Embassy, or other U.S. government agency) for a period of more than six weeks and who have not fulfilled their two-year home residency requirement by the time of application.
- Individuals who have applied for U.S. permanent residency in the past three years.
- Employees and their families of non-profit organizations who administer the Global UGRAD Program on behalf of the U.S. Department of State. This provision does not disqualify self-supporting members of families who live apart from their parents.
- Local employees of the U.S. missions abroad who work for the U.S. Department of State are ineligible for grants during the period of their employment and for one year following the termination of employment.
- Immediate families (i.e. spouses and dependent children) of U.S. Department of State employees for a period of one year following the termination of such employment. This provision does not disqualify self-supporting members of

families who live apart from their parents.

SUPPORT FOR OVERSEAS ACTIVITY

The cooperating organization will support the administration of the overseas activities of the Global UGRAD Program. Such support will include, but is not limited to, the provision of promotional and recruitment materials to ECA and Public Affairs Sections of U.S. embassies; the development and technical management of an online application system; the development of pre-departure materials with close collaboration from Public Affairs Sections for the implementation of in-person and supplemental virtual pre-departure orientation workshops; the management of international travel arrangements; and the implementation of follow-on and alumni programming. Promotional materials may include printed brochures, posters, electronic communication, and the use social media platforms. ECA will review these documents before publication or distribution to Public Affairs Sections. The cooperating organization should also maintain a website with up to date program information, applications, and program and alumni highlights and pictures for access by international audiences.

PUBLIC AFFAIRS SECTION INVOLVEMENT

Recruitment and nomination of candidates for the UGRAD Program are the responsibility of the Public Affairs Sections of U.S. Embassies. The cooperating organization will maintain ongoing communication with Public Affairs Sections and coordinate operations during all phases of the program with the PAS Public Affairs Officer or designate. The Proposal should address the applicant organization's plans for maintaining a close working relationship with Public Affairs Sections throughout the entire program cycle.

PARTICIPANT RECRUITMENT

The Bureau's goal is to achieve a distribution of participants who represent the diversity of the population of each country, with exact numbers of scholarships per country provided after the award of the agreement by the Bureau. Recruitment will include areas beyond capital cities as much as possible. Applicant organizations should describe their plans to support recruitment by Public Affairs Sections.

Proposals should include sample recruitment materials, including guidelines and instructions for the recruitment process, informational brochures or stock information for Embassy websites, presentation material, and other similar tools. Please note that all recruitment efforts must emphasize that participants will not be eligible to transfer into degree programs. All participants will be subject to the two-year home residency requirement of the J-1 visa immediately upon the conclusion of their program.

SELECTION

The applicant organization will be responsible for developing application forms and an online application system for use by the Public Affairs Sections and the Bureau. The applicant organization should demonstrate its ability to house the online system. In addition, the applicant organization should demonstrate its ability to provide ongoing technical support for the online system and offer webinars to Public Affairs Sections staff to provide assistance in navigating and using the system. Draft applications, screen shots of proposed online systems, and other selection materials should be included as attachments to proposals.

ECA, in conjunction with Public Affairs Sections, will be responsible for final selection of all applicants. The competition for the Global UGRAD program will be non-discriminatory, open, and fair to all applicants. The competition is open to anyone who meets the basic eligibility requirements noted above. Each participant will be selected for academic excellence, leadership potential, proficiency in written and spoken English, and flexibility and suitability as an exchange student. The program will place students in nearly all areas of study. Participants are expected to achieve a minimum TOEFL score of 500 (or the likelihood of achieving that score after pre-academic English language training), and meet other requirements of the colleges and universities where placement is being sought.

U.S. HOST INSTITUTION SELECTION AND PARTICIPANT PLACEMENT

In collaboration with ECA, the cooperating organization will be expected to recruit U.S. host institutions and will serve as the main point of contact for the host institution competition. The cooperating organization or organizations are encouraged to place students at a wide variety of U.S. private and public institutions, including community colleges and minority-serving institutions. Host institutions should represent the greatest degree of geographic diversity possible. No more than three students may be placed at a single institution without prior approval from ECA. Up to 15 percent of the students should be placed at two-year colleges.

Proposals should describe in detail how the U.S. host institution competition will be conducted, including what measures will be taken to select appropriate high caliber institutions and secure tuition waivers and/or other cost sharing. The Global UGRAD Program is a cooperative effort of the Bureau, the cooperating organization, and the host institutions. The applicant organization is expected to strive for the greatest possible cost share of tuition and other resources. The applicant organization should be able to demonstrate at least a 50 percent tuition cost share at a minimum.

First-year students will be placed at community colleges or two-year institutions and will live with host families or be accommodated in on-campus housing. Recruitment information for the first-year students' program should emphasize the cultural exchange

aspect of the program and host family living option. In coordination with ECA, the cooperating organization should provide host families with an explanation of the goals of the program. In addition, the cooperating organization is expected to provide a mechanism for finding host families who are committed to respecting the diversity of the program and students' diverse religious backgrounds. The cooperating organization will coordinate local orientations for students and families alike on the particular family and community issues they will face.

Second- and third-year students will be placed at four-year colleges and universities and will be accommodated in on-campus housing. All students are expected to return to their home institutions following their academic program in the United States in order to complete their undergraduate degrees.

PRE-DEPARTURE ORIENTATION

The applicant organization should include in its proposal materials to support substantive pre-departure orientation programs that will be implemented in each country or region, as feasible, by PAS. The applicant organization may also include plans for supplemental virtual pre-departure orientation workshops to be led by the organization. Pre-departure orientation programs should cover topics such as the terms and conditions of the scholarship, including a clear articulation of J-1 visa requirements and the two-year home residency requirement; detailed information about health insurance, diversity, and sexual harassment issues; and, to the extent possible, information regarding the host institutions. A session should also focus on what to bring to the United States (clothing, linens, and other personal items). Tentative pre-departure locations and dates should be listed in proposals, but final approval will come in consultation with ECA and PAS.

ENGLISH LANGUAGE TRAINING

English language training programs are offered to students who need to elevate their skills and knowledge to a level necessary to successfully complete the Global UGRAD Program. English language training enables the Global UGRAD Program to recruit a diverse group of students, especially from areas where advanced training may not be available. Students requiring additional language study may be enrolled in English as a second language classes (ESL) during the fall semester of 2015, and may continue with English language support during their academic program in the spring semester. The applicant organization should explain its plan for recommending English language training, including plans for placing students in ESL training appropriate to the students' level. Proposals should identify possible host institutions for English language training. The applicant organization should plan on providing English language training for approximately 25 percent of program participants, or approximately 40 students.

U.S. ORIENTATION

The applicant organization should include in its proposal provisions for virtual

orientation activities in the United States for all participants. It is recommended that virtual orientation activities take place shortly after the students' arrival in the U.S. to best prepare them for their program in the United States. Proposals should include tentative dates and topics for virtual orientation activities with the understanding that the cooperating organization will work closely with ECA to develop agendas. The applicant organization should also describe plans for students to participate in on-campus orientation activities to better acclimate the students to their host campuses.

MONITORING

The proposal should describe how the applicant organization will monitor and measure students' academic and personal progress during their year in the United States. The applicant organization should propose a set of academic and behavioral standards for the program and define policies for handling students who do not meet these standards. The proposal should also describe how host families will be selected and monitored.

COMMUNITY SERVICE

In order to involve the students in the local communities while they are in the United States, students will be required to take part in community service activities. Global UGRAD students must provide 20 hours of volunteer service to local organizations. Students may not receive salaries, stipends, or wages for their volunteer service. The community service component must be mentioned in program advertisements and application materials.

PROFESSIONAL DEVELOPMENT WORKSHOPS & INTERNSHIPS

In order to foster students' professional development, Global UGRAD students will be required to participate in professional development activities. Students should have opportunities during the spring semester to participate in virtual or in-person professional development workshops. These workshops will be designed by the cooperating organization to provide students with professional skills to support students as they work toward their career goals. Workshop topics may include, but are not limited to, resume-writing, interview, presentation, and networking techniques. The applicant organization may also propose the inclusion of paid or unpaid short-term internships as a program component. Short-term internships must be related to the participants' field of study and/or career plans. While each student is ultimately responsible for finding his or her own internship, the cooperating organization, in conjunction with the host campus, will be asked to guide the students in their search. The cooperating organization will be responsible for approving, monitoring, and evaluating the internship component of the program. Professional development and short-term internship program components must be mentioned in Global UGRAD program advertisements and application materials.

END-OF-PROGRAM WORKSHOP

The applicant organization should plan for an in-person end-of program workshop for all participants. The proposal should include tentative dates, location, and topics for the orientation with the understanding that the cooperating organization will work closely with the Bureau to develop the agenda. The agenda should focus on leadership development and professional skills building, as well as topics that will help the students prepare for their return to their home countries.

ALUMNI TRACKING AND FOLLOW-ON

Alumni tracking is critical for the evaluation of the program and for the implementation of worthwhile follow-on activities for alumni. ECA maintains a database of program alumni, and the cooperating organization will be required to provide regular data submissions via electronic data transfer to the Bureau database that are compatible with and meet ECA database standards. Proposed follow-on activities for alumni must be developed in close consultation with the ECA and PAS, must reflect the goals and objectives of the Global UGRAD program, and must contribute to overall ECA goals to foster mutual understanding between the United States and the peoples of the world. Proposals should include an outline of, and timeline for, follow-on alumni programming, information on how it will be coordinated with existing alumni efforts, how long-term linkages with alumni will be fostered and maintained, how these efforts will be coordinated with ECA and PAS, and how they will be integrated with initiatives for alumni of other ECA programs, rather than isolated events. Proposals should demonstrate a willingness to work closely and collaboratively with ECA's Alumni Affairs Division.

Alumni activities should be conducted with minimum financial support from the Bureau and demonstrate cost-sharing by the applicant organization. ECA encourages organizations to propose virtual alumni activities, including ideas that take advantage of ECA's existing web and social networking platforms, including our International Exchange Alumni space.

PROGRAM MANAGEMENT

The applicant organization should propose qualified professional staff, able to efficiently carry out all aspects of the Global UGRAD program. The applicant organization must demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements. The cooperating organization will be expected to maintain procedures and manuals for all components of the program to ensure that all staff operates the Global UGRAD program according to an established protocol.

PROGRAM MONITORING AND EVALUATION

Detailed guidance concerning program monitoring and evaluation is provided in the RFGP.

VISA AND TAX REQUIREMENTS

Applicant organizations should describe their plans for complying with all J visa regulations including serving as Alternate Responsible Officer for the issuance of DS-2019 forms via the Student and Exchange Visitor Information System (SEVIS). All UGRAD program participants must be sponsored under Exchange Visitor Program No. G-1-0332 on a J-1 visa and comply with J-1 visa regulations. Please note that some UGRAD Program policies may be in addition to compliance with J-1 visa regulations. In addition, administration of the fellowships must comply with reporting and withholding regulations for federal, state, and local taxes as applicable. Applicant organizations must also present a plan for assisting participants to comply with Federal income tax regulations and for calculating appropriate amounts that must be withheld from students' grants in accordance with the Tax Reform Act of 1986.

EXTENSIONS AND TRANSFERS

Extensions of sponsorship or transfers from Exchange Visitor Program No. G-1-0332 will not be allowed. The intent of this program is to provide participants with one semester of non-degree undergraduate study; approximately 25 per cent of all program participants will also participate in one additional semester of English language training. Students must return immediately to their home countries upon completion of their academic program to complete their undergraduate degrees and fulfill their two-year home residency requirement.

III. PROPOSAL CONTENTS

An applicant organization should submit a complete and thorough proposal describing how it will fully administer the Global UGRAD program. Since there is no opportunity for applicants to meet with reviewing officials, proposals should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but comprehensively, the elements described below and must follow all formatting requirements.

NOTE: Proposals submitted through Grants.gov may only be submitted in the following formats:

- Microsoft Word
- Microsoft Excel

- Adobe Portable Document Format (PDF)
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items under the section headings in the GrantSolutions Application Checklist:

Online Forms

SF-424, “Application for Federal Assistance”

SF-424A, Budget Information – Non-Construction Programs

SF-424B, “Assurances - Nonconstruction Programs”

Include other attachments, if applicable, such as indirect agreements, form 990, SF-LLL, etc.

Program Narrative

Executive Summary (One page)

In one double-spaced page, provide the following information about the project:

1. Name of organization/participating institutions
2. Beginning and ending dates of the program
3. Proposed theme
4. Nature of activity
5. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
6. Scope and Goals
 - a. Number and description of participants
 - b. Wider audience benefiting from program (overall impact)
 - c. Geographic diversity of program, both U.S. and overseas
 - d. Fields covered
 - e. Anticipated results (short and long-term)

Narrative

In 20 double-spaced, single-sided pages, provide a detailed description of the project addressing the areas listed below.

1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations
3. Program Activities (advertisement, recruitment, orientation, academic component, cultural program, participant monitoring)
4. Program Evaluation
5. Follow-on
6. Project Management

7. Work Plan/Time Frame

Additional Information to be Submitted

Detailed Budget (See list below for allowable costs)

Calendar of activities/itinerary

Letters of endorsement

Resumes and CVs (resumes of all new staff should be included in the submission; no resume should exceed two pages.)

First Time Applicant Attachments, if applicable.

As with other exchange programs, the Bureau is committed to the containment of costs consistent with overall program objectives and sound management. The proposed budget should be separated into the following categories: program, participant, and administrative expenses.

All students must be enrolled in the ECA-funded health benefits program, Accident and Sickness Policy for Exchanges (ASPE) or other health benefits plan. Funding for ASPE or other health benefits plan coverage will be provided separately from the Global UGRAD budget of the Cooperative Agreement. The recipient organization may include an additional line item to purchase supplemental insurance for those students attending a U.S. college or university that has mandated its own insurance for students or that does not accept the ECA's coverage. This health insurance should act as their primary policy with ASPE or other health benefits plan acting as secondary coverage.

ASPE provides for limited accident and sickness coverage, medical evacuation and repatriation of remains for all students during the duration of the exchange program. ECA will provide the cooperating agency with the software/web-based applications, ID cards, brochures, instructions and forms necessary to manage the health insurance enrollment for the students. The cooperating agency will assist in presenting claims to the benefits administrator and consult with ECA on grantee health issues that may affect successful completion of individual programs. The cooperating organization must utilize a system that assigns a unique ID number to each participant for the purposes of insurance enrollment. This unique ID number must further include a specific number (assigned to each cooperating organization) that identifies the student participants particular to that organization.

The recipient must clarify health benefit coverage, procedures, and benefits as needed for the FY2015 Global UGRAD participants.

Grant-funded items of expenditure may include, but are not limited to, the items listed below. The program budget narrative should cite areas in which economies of scale beyond the ECA's allowable costs can be achieved and document the proposed cost sharing in the most concrete way possible. Administrative and program costs must be kept as reasonable and low as possible.

PROGRAM EXPENSES

- Recruitment and advertising material costs for the 2015-2016 student cohort;
- Cost of standardized test fees, including TOEFL;
- Pre-departure orientation expenses;
- Visa fees, if necessary (travel to interviews);
- Round-trip travel from participants' home cities to international points of departure;
- Round-trip international travel (via American carrier and in accordance with Fly America regulations);
- Round-trip domestic travel from U.S. ports of entry to host institutions;
- Maximum of one-semester of pre-academic ESL training costs including, but not limited to, room and board, instructional fees, and use of facilities. A special effort should be made to limit these costs (both overall and per fellow) as much as possible.
- Virtual orientation and workshop costs;
- End of program workshop costs, including but not limited to room and board, instructional fees, additional staff costs, use of facilities, field trips, special events, guest lectures, etc.;
- Monthly stipend (please develop an average based on monthly maintenance rates);
- Incidental expenses;
- Supplemental health and accident insurance, as appropriate;
- School break maintenance costs, including maintenance for any time period between pre-academic English language sessions and academic programs;
- Educational materials, which includes a book allowance per semester;
- Per diem for in-person workshops and cultural enrichment;
- Withholding for taxes, if necessary.

DOMESTIC ADMINISTRATION COSTS

- Staff salaries and fringe benefits (each staff member and his/her position must be listed separately, including the percentage of his/her total time spent on this program and duties performed on *behalf* of the program. Proposed salaries and time on task must be certified as true and accurate representations of actual costs

and percentage of time. Resumes must be included for all staff.);

- Staff travel and per diem;
- Communication costs (fax, telephone, postage, equipment, etc.);
- Administration of tax withholding and reporting as required by Federal, State, and local authorities and in accordance with relevant tax treaties;
- A-133 Audit fees if not included in the indirect cost pool;
- Other direct costs;
- Indirect costs (per OMB Circular A-122, Cost Principles for Non-Profit Organizations, organizations receiving more than \$10 million in Federal funding of direct costs in a fiscal year must break out the indirect cost component into two broad categories, Facilities and Administration, as defined in subparagraph C.3).

The above cost allocations are subject to the availability of FY 2015 funds. The Bureau reserves the right to modify any of the above cost allocations to achieve program efficiency and cost savings.

COST SHARING

Direct and/or third party cost sharing is a required component. Cost sharing may be in the form of allowable direct or indirect costs. The cooperating organization must maintain written records to support all allowable costs, which are claimed as being their contribution to cost sharing, as well as costs to be paid by the Federal Government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110, Attachment E. Cost sharing and matching should be described in proposals. In the event applicant organizations do not provide the minimum amount of cost sharing as stipulated in its budget, the Bureau's contribution will be reduced in proportion to the grantee organization's contribution.

Please note: Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
- Those who do not file IRS Form 990 must submit information above in the format of their choice.

As part of final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing

their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

Include other attachments, if applicable, i.e. the SF-LLL form, etc.

REVIEW PROCESS

Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the Bureau's Grants Officer. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and availability of funds.

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

- 1. Quality of the program idea and program planning:** Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission. Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above.
- 2. Ability to achieve program objectives:** Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.
- 3. Support of Diversity:** Proposals should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (selection of participants, program venue and program evaluation) and program content (orientation and wrap-up sessions, program meetings, resource materials and follow-up activities).
- 4. Institutional Capacity/Record/Ability:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals. Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards (grants or cooperative agreements) as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients

and the demonstrated potential of new applicants.

5. Follow-on Activities: Proposals should provide a plan for continued follow-on activity (without Bureau support) ensuring that Bureau supported programs are not isolated events.

6. Project Evaluation: Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. A draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives is recommended.

7. Cost-effectiveness and Cost-sharing: The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions. The applicant organization should be able to demonstrate at least a 50 percent tuition cost share at a minimum.

ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA

The Bureau of Educational and Cultural Affairs is placing renewed emphasis on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by grantees and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The cooperating organization will be responsible for issuing DS-2019 forms to participants in this program. A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://j1visa.state.gov> or from:

Office of Designation, Private Sector Programs Division
U.S. Department of State
SA-44, Suite 668
301 4th Street, SW
Washington, DC 20547

APPLICATION SUBMISSION

The RFGP indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this program or the competition, call Karene Grad Steiner, Office of Academic Exchange Programs; European and Eurasian Programs Branch at (202) 632-3237; email: GradKE@state.gov.